

Commission Meeting

October 28, 2003 @ 3:00 p.m.

Department of Education 1135 Lincoln Street, Conference Room E - Red Bluff, CA 96080

MEETING MINUTES

In Attendance: Paula Brown-Almond, Bob Douglas, Jeannie Jacobs, Mildred H. Johnstone, Val Lucero, Connie Massie, and George Russell.

Absent: Gloria Lofthus, and Christine Applegate

1. PUBLIC COMMENT – No comments heard

2. CONSENT AGENDA: *These items include routine fiscal and administrative actions to be approved by a single majority vote.*

2.1. APPROVAL OF MINUTES

2.2. GENERAL WARRANT REGISTER

2.3. CLAIMS

Commissioner George Russell made the motion to approve the Consent Agenda as detailed, Commissioner Mildred H. Johnstone seconded, motion carried 7-0.

3. INFORMATIONAL: Director's Report

- Held Annual "Kit for New Parents" update and training for distribution and referral partners. Agenda included Resource Guide and distribution and outreaching to the underserved. Our newest partner, the Latter-day Saints Church, trained 3 educators who will be distributing "Kits" as needed and using the "Kits" contents as curriculum on their home visits. Nineteen partner representatives were in attendance.
- Met with new Commissioner, Valerie Lucero, Tehama County Health Services Agency Executive Director, and conducted new commissioner orientation.
- Completed contract negotiations for FY2 of the Informal Caregiver Home Visiting & Training project housed at Child Care Referral and Education. Moving forward with tear two. The program is moving forward with annual training conference in April for childcare providers – to be celebrated around the "Week of the Young Child".
- Received State Commission granted funds for the Child Care Retention Incentive (CRI) project. Met with the Department of Education regarding the MOU for this project as they will be administering this grant. First 5 Tehama is the State and local contracting authority for these funds. Angie Lyon-Brown, the new Local Child Care Planning Council Coordinator, has been hired.
- Made annual report presentation to the Tehama County Board of Supervisors on October 21, 2003.
- Received notification from the Robert Wood Johnson Foundation explaining that our grant application had not been accepted for funding. The Foundation received 320 concept papers of which on 71 applications were advanced to the next phase of review. Our next step to possibly leveraging funds for this concept will be the Special Needs Demonstration project funding from the State Commission.
- Attended Regional Planning meeting of the North State Executive Director's of First 5.

- Rhonda Meadows, Commission Secretary, attended the Head Start Fall Festival – handing out information on the “Kit for New Parents” and also distributing the Resource Guide to families that had not received one from another source in the county. Forty-two English and thirty-six Resource Guides were given out. We were mentioned in the Red Bluff Daily Newspaper as attending this special event families and children.
- Included a “Smoke-free From the Start” article in the Red Bluff Daily Newspaper. This article covered the dangers of second hand smoke and also listed resources to gain support for smoke-free environments.
- St Elizabeth Community Hospital will be submitting a FY3 request which will include their sustainability and expansion plans.

3.2. INFORMATIONAL: School Readiness Initiative Update

- Hired School Readiness Coordinator. Selected person will officially begin by December 1, 2003.

3.3. ACTION: Quarterly Financial Reporting (Enclosure)

- Report for period ending 9/30/03 – 1st financial report for fiscal year 03-04.

Commissioner Bob Douglas made the motion to approve the Consent Agenda as detailed, Commissioner George Russell seconded, motion carried 7-0.

3.4. ACTION PLAN UPDATE:

- INFORMATIONAL: Item 3.1 & 3.3 Reports from Ad Hoc Membership & Communication Committees.
 - Goal of 3.1 is to recruit potential businesses for Commission membership vacancies. Committee met and Commissioner Johnstone reported that they have one candidate which has already submitted a letter of interest. The Committee is working on the membership process and will be looking at a business person in the county. The Board of Supervisors will review the Committees recommendation upon submittal. There are two positions currently open on the Commission with only one Commissioner, Paula Brown-Almond reapplying.
 - Same Commissioners participated on the Communication Committee with the focus on the outreach plan. Discussion included various options – Committee decided on a training prior to any decisions on outreach are finalized. This training would include Grantees and would center around the development of key messages and discussion on target audiences with effective ways to reach the public with a meaningful, coordinated message. The training will last approximately four hours and will include lunch for participants. Stephen Pippen, Media Representative from Rogers and Associates for Tehama County, will facilitate the training. The training has been scheduled for January 16, 2004 @ 8:30 a.m. to 12:30 p.m. – place to be determined. Commissioner Douglas asked that it be communicated that state commission needs to coordinate with local commissions more effectively. George suggested that Denise draft a letter and bring this letter back to the Commission for approval.
- INFORMATIONAL: Item 3.6 Case Study on Creative Learning Center collaboration. First 5 California statewide evaluation firm, SRI International, had our local evaluation coach interview the Local Child Care Planning Council and Creative Learning Center in order to highlight this collaboration in the Statewide Annual Report, due to the Legislature on January 1, 2004.
- INFORMATIONAL: Item 10.1 Update Commission regarding convening employers and the Creative Learning Center on child care needs in South County. Director Snider suggested that the Commission support North Valley Services in taking the lead – she also recommended that planning grant funds go to the Creative Learning Center. Commissions responded that this should come in the form of a grant application request following our funding process which will begin in January. Director Snider also reminded the Commission that we will also be developing a grant process for special grant funding requests that may fall outside our normal fund application process.

- INFORMATIONAL (Changed from ACTION): Item 11.2 (Enclosure) Financial Committee (Commissioners Val Lucero, Bob Douglas, and Christine C. Applegate) reported that the Committee met with Consultant Lois Lang to review the Request for Proposal (RFP) document and go over questions and get clarifications. Question as to whether or not to have a statement clarifying capital improvement requests and the decision was made that capital improvements are discouraged, but may be considered if integral to a successful program. Capital outlay items whose purchase price is less than \$3,500. per item may be requested.

3.5. INFORMATIONAL: Commissioner Updates

- Commissioner Russell has recently returned from a visit with family in Alabama – commented that he thinks Commissioner Massie is doing an excellent job as Chair.
- Commissioner Johnstone reported that public health gave over 500 flu shots in two hours time.

3.6. ADJOURN: Meeting was adjourned at 4:45 p.m.

Next meeting is scheduled for November 25, 2003

Note: No December meeting

Communications received by the FIRST 5 TEHAMA, Tehama County Children and Families Commission and Commissioner Information Packets are on file at the Office of the Program Director, 1135 Lincoln Street, Red Bluff.

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